



## Construct Individual Training Plans (ITP)

Office of the Project Manager, Distributed Learning System

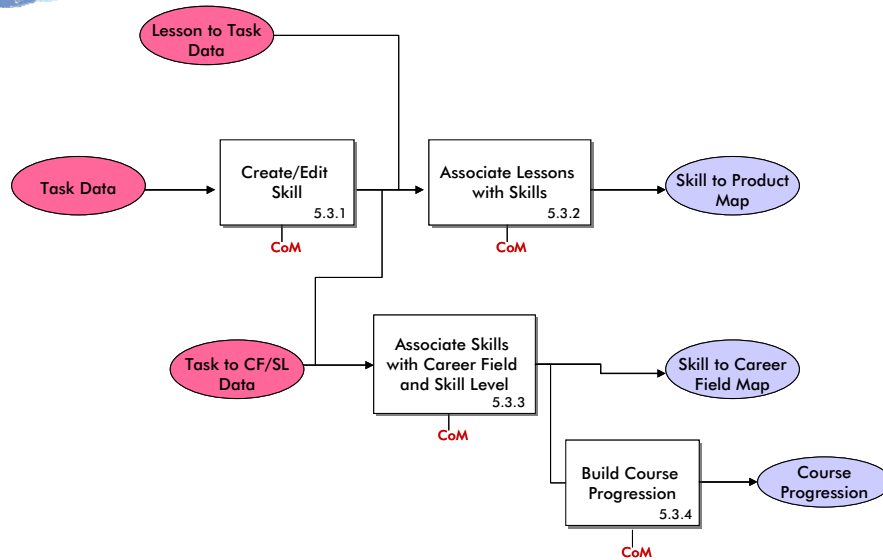
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## 5.3 - Construct ITP



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## Terminology

- **ITP – Individual Training Plan:** plan to satisfy an individual's training requirements and document the long range training strategy.
- **Skill – (also Task);** The actions or series of actions needed to accomplish a mission or the ability to perform a job related activity.
- **Task – TRADOC** unit of measurement for an action or series of observable actions which result in the accomplishment of a job or mission. These equate one-to-one with **ALMS Skills**. TRADOC rules for Tasks apply to Skills in ALMS.

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[Trainer reads aloud the bullets and asks for questions.]



## Terminology

- **Critical Task – A Skill that must be acquired in order for a Learner to attain complete proficiency in his MOS/Career Field & Grade; a Skill that is included in one of the internal roles making up the Learner’s MOS/Career Field.**
- **Critical Task List – A Proponent-approved listing of all Critical Tasks for an individual’s MOS/Career Field & Grade.**
- **Skill Gap – A listing of all Critical Tasks (from all associated internal roles) for an individual’s MOS/Career Field which he/she has not acquired; Skill-level training deficiencies.**

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1<sup>st</sup> bullet: Learner’s can acquire any number of individual Skills which are not Critical Tasks. This happens as a result of taking and completing Lessons/Products which have those Skills associated with them.

2<sup>nd</sup> bullet: The CTL for an MOS and grade is not necessarily the same as can be found in the POI for the MOS-producing Course. The POI may contain nice-to-know or non-MOS specific Lessons (with associated Skills) and may omit from the POI Critical Tasks for an MOS/Grade due to a variety of reasons. The soldier is typically expected to acquire those Skills at his follow-on unit assignment.

3<sup>rd</sup> bullet: Skill gap analysis is the ALMS-supported process of examining an individual’s Skill gap with the intent of identifying the specific training Product (Course/Lesson) that trains the Skills listed in the Skill gap (training deficiencies).



## Internal Roles

- ➔ **Internal Roles: A defined sets of Skills used to build a Critical Task List.**
- ➔ **Each Soldier has MOS-specific and Common internal roles in the ALMS; some may have specialty roles.**
- ➔ **Civilians and officers can have internal roles, based on their career field or branch and grade.**
- ➔ **Each individual Skill should be in only ONE internal role for their Critical Task List (MOS/Career Field & Grade).**

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### Internal Role

1<sup>st</sup> bullet: An internal role is a collection of related Skills (Ex: JR NCO ARTY Skills, Belgian linguist, master gunner, combat lifesaver).

2<sup>nd</sup> bullet: (ex: an AIT grad has his 10-level MOS Skills and his 10-level “Common Task” Skills in two internal roles.

3<sup>rd</sup> bullet: Ex: A Signal Officer’s internal roles are based on Signal (25) Branch and Rank.

4<sup>th</sup> bullet: As a soldier progresses through his MOS-based career field, he acquires the Skills associated with internal roles once, usually in conjunction with taking a military course, such as BNCOC. The CTL is the sum of all the Skills contained within the internal roles making up their MOS/Career Field. When possible, CoMs should avoid duplication of Skills across more than one internal role on the MOS/Career Field CTL to prevent clutter.



## Linking of Skills, Internal Roles, & MOSs

Internal Role -10	Internal Role -20	MOS -20
Skill 1	Skill 5	Internal Role -10
Skill 2	Skill 6	Internal Role -20
Skill 3	Skill 7	
Skill 4	Skill 8	

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Internal roles are collections of related Skills. Internal roles along a career path should be progressive. That is, those Skills included in the –10 level internal role in this example are not repeated individually in the –20 level role Skill list. Rather, the –10 level internal role is included in its entirety along with new Skills which are unique to the –20 level internal role. An MOS/Career field is composed of the sum of the internal roles needed to attain that particular level in the Army.



## MOS/Career Fields

- ➔ **MOS (Soldiers)/Career Fields (Civilians).**
- ➔ **MOS/Career Fields are constructed by linking or associating one or more internal roles (ex: 13B20).**
- ➔ **There should be a MOS/Career Field for every Skill level; even an AIT grad has an LMS MOS composed of –10 level Common Skills and – 10 level MOS Skills.**
- ➔ **“Higher” MOS/Career Fields (e.g. 13B40) should contain every Skill for which the individual is responsible in one internal role or another.**

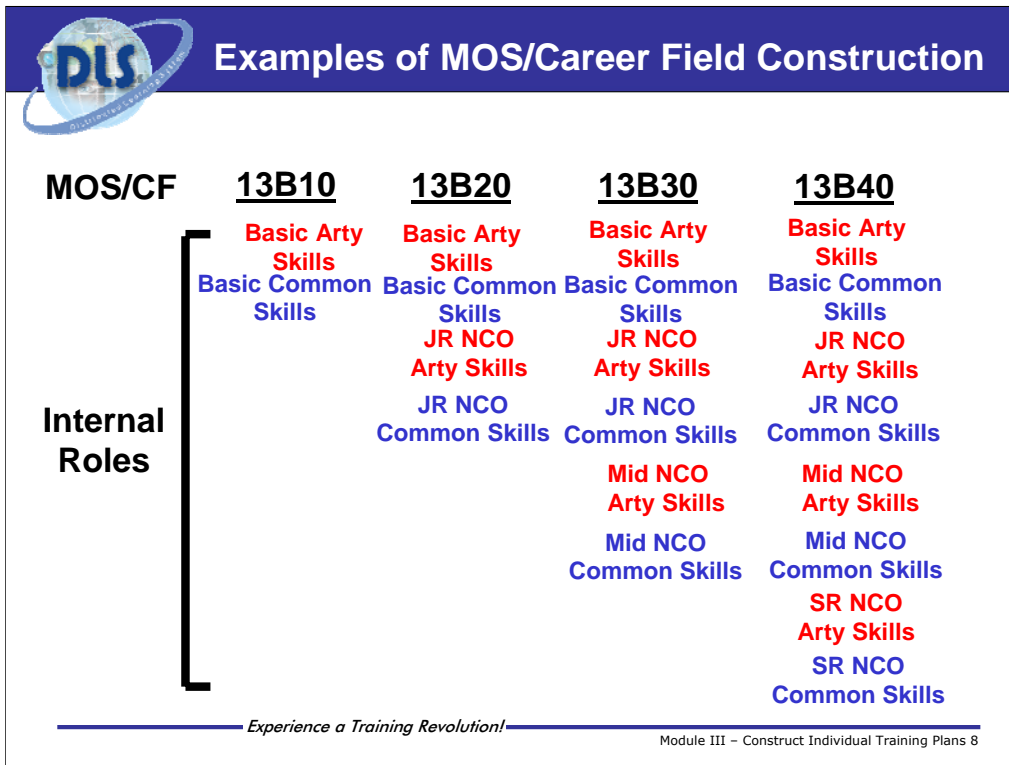
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### Career Field

Associating internal roles to career fields example: A gunnery sergeant (12B40) has several internal roles. He has all of his MOS related roles based on his time in the Army and schooling (13B10, -20, -30, -40) and he has an internal role for each level of Common Task corresponding with his rank (Common Skills-10, -20, -30, -40). In the LMS, the CoM constructs each internal role from Skills and links these internal roles to this career field. The soldier acquires the roles as he completes the Army school that teaches that grouping of skills.



In the ALMS, the MOS (soldier) and Career field (civilian) are built by grouping and adding internal roles. As the individual becomes more senior in his MOS/CF, more internal roles are added. There is generally one level of common Skills for each level of branch related or functional Skills.

In this example, a Basic Artilleryman at the “10 level” or a grad from 13B AIT has two sets of internal roles- those for his basic artillery Skills and those for common soldier Skills at the “10 level.” As he progresses and gains rank, he becomes responsible for two new sets at the 20 level, at the 30 level and so on. A senior artilleryman would have eight sets of internal roles, each containing numerous individual Skills.





## Information Concerning ITPs

- ➔ **Sources of Skill (Task) data in your Organization.**
  - Programs of Instruction
  - Training Support Plans
  - Proponent Training Manuals
- ➔ **Not all Skills needed for an internal role are in the POI.**
- ➔ **ALMS Skills management is used for analyzing Soldiers' training deficiencies, mapping career fields, and selective training in units.**
- ➔ **Skills are associated with the Lesson that trains them overtly– not Lessons that use the Skill as implied knowledge or previously acquired training.**

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2<sup>nd</sup> bullet: CoMs should understand that their POI may not cover all the Skills.

3<sup>rd</sup> bullet: The ALMS provides an unprecedented ability for the small unit leader or supervisor to know exactly what Skills his subordinates have and what Skills they require. He only has to access his subordinate's training record and look. From that, he can tailor training specifically to address those deficiencies by scheduling unit-based training using the specific training Product that teaches the required Skill or Skills.

4<sup>th</sup> bullet: When associating Skills to Lessons, CoMs should make the association with the Lesson that directly trains that skill. Follow on Lessons may use that Skill in order to accomplish another task, but it is Lesson in which the Skill is first acquired that the association should be made. (Example: CoM associates basic map reading Skills with Land Navigation Lessons, not with more complex tasks that require map reading).



## How We Construct ITPs

- ➔ **Enter Skills**
- ➔ **Associate Skills w/ Internal Roles**
- ➔ **Associate Internal Roles w/ Career Fields**
- ➔ **Associate Skills to Lesson Templates**

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These are the basic steps to Managing Skills in the ALMS,

The ALMS provides Details screens with fields to guide CoMs in entering this data into the system.



## Construct Content Vignette


### ***Show Me Version***

➡ **“Course Manager Manage Skills” Show Me**

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# Skills Root Directory

[Calendar](#)
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[Log Off](#)

Go to:

[Curriculum](#)
[Lesson Template](#)
[Product](#)
[Course Iteration](#)
[Roster Template](#)
[Courses](#)
[Library](#)
[Skills](#)
[Reports](#)

Search:

[Create Skill](#)

[Create Group](#)

Search:

Name like

[GO](#)


Click the name of any Skill group below to see its details, or click the book icon to open each group and see the Skills within it.

Drag an item to the trash can to delete it from this tree 

- Root
  - 12
  - 21V10
  - Acquisition Corps
  - Air Defense Artillery
  - Armor
  - Army Logistic Mgmt Colleg
  - Automation
  - Aviation Logistics
  - CASCOM
  - Chemical
  - Common
  - Engineer
  - Health Services
  - Infantry
  - Information Assurance
  - LMS Operations
  - MANSCEN

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Skill Detail Screen


Calendar


Contact Us

Help

About

Log Off





Go to: 

Catalog

Curriculum

Lesson Template

Product

Course Iteration

Roster Template

Courses

Library

Skills

Reports

Search

Create Skill

Create Group

Additional information will appear after you save the object.

Skill

Name \*


Description

Group ID \*

Save

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Skill Detail Screen – Filled Out


Calendar

Contact Us

Help

About

Log Off



Go to:  
Catalog

Curriculum

Lesson Template

Product

Course Iteration

Roster Template

Courses

Library

Skills

Reports

Search

Create Skill

Create Group

•Main

•Internationalization

•Attachments

Skill

Save

Name \*

Construct a Course

Description

CONDITION: Given a work environment with a computer workstation, Wide area network access, an AKO account, and Course data.


STANDARD: Construct an LMS Course record including admin data, Course structure, and requirements.

Group ID \*

LMS Training



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# Internal Roles Search Results

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Go to:

[User](#)
[Internal MOS / Career Field](#)
[Internal Role](#)
[Reports](#)

[Search](#)  
[Create](#)


Search:















Role Type like

[GO](#)

## Search Results


Results -- 8 items found.  
 Role Type like: lms

Edit	Role Type ▲	Description	Created By	Updated By	Updated On	Delete
	LMS Class Manager		martin.hartfiel	martin.hartfiel	09/23/2004	
	LMS Common Skills		kirk.w.daniel	kirk.w.daniel	09/23/2004	
	LMS Course Manager		colbob.barday	colbob.barday	09/23/2004	
	LMS Instructor		stephen.ritz	stephen.ritz	09/23/2004	
	LMS Other		stephen.ritz	stephen.ritz	09/23/2004	
	LMS Resource Manager		bobby.kirts	bobby.kirts	09/23/2004	
	LMS Scheduler		hok.siv	hok.siv	09/23/2004	
	LMS - UTM/LA		mahogany.mead	mahogany.mead	09/23/2004	

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Internal Roles Details Screen


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[Help](#)

[About](#)

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Go to:

People

User

Internal MOS/Career Field

Internal Role

Reports

Search

Create

Additional information will appear after you save the object.

Internal Role Details

Save

Role Type \*

Description

Security Domain

Custom Fields

Custom0

Custom1

Custom2


Custom3

Custom4

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# Internal Roles Details Screen – Filled Out

Calendar | Contact Us | Help | About | Compeny | Log Off



Go to:

User

Internal MOS / Career Field

Internal Role

Reports

Search

Create

• Main

• Courses

• Skills

• Audit Trail

• Attachments

• Internationalization

• Notes

Internal Role Details : Combat Photographer

Save

Role Type \*

Combat Photographer

Description

Combat Photoographer MOS Skill Level 10

Security Domain

Signal R

Custom Fields

Custom0

Custom1

Custom2

Custom3


Custom4

Save

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# Adding/Viewing Skills in Internal Roles



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Go to:

User

Internal MOS / Career Field

Internal Role

Reports

Search

Create

- Main
- Courses
- Skills
- Audit Trail
- Attachments
- Internationalization
- Notes

Skills : Small Group Instructor

Skill	Skill Group	Proficiency	Criticality	Delete
No Results Found.				

New Skill

Add

Lists all Skill Groups, which are at Leaf level that can have Skills associated to them.

Skill Group\*

21V10

Skill \*


Proficiency\*

Proficient

Criticality



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Internal Role Detail Screen – Filled Out

CalendarContact UsHelpAboutCompanyLog Off



Go to: People

UserInternal MOS/Career FieldInternal RoleReports

Search

Create

•Main

•Courses

•Skills

•Audit Trail

•Attachments

•Internationalization

•Notes

Internal Role Details : Combat Photographer

Save

Role Type \*  
Combat Photographer

Description  
Combat Photographer MOS Skill Level 10

Security Domain  
Signal R

Custom Fields

Custom0

Custom1


Custom2

Custom3

Custom4

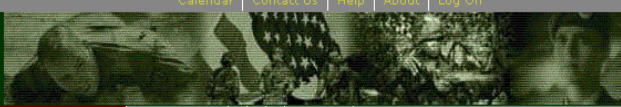

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# MOS/Career Details Screen

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Go to:  
People

User

Internal MOS/Career Field

Internal Role

Reports

Search

Create

Additional information will appear after you save the object.

Internal MOS/Career Field Details

MOS Name \*

Description

Domain

Custom Fields

Custom0

Custom1

Custom2

Custom3


Custom4

Save

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MOS/Career Details Screen – Filled Out

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Go to:

User

Internal MOS/Career Field

Internal Role

Reports

Search

Create

- [Main](#)
- [Roles](#)
- [Audit Trail](#)
- [Attachments](#)
- [Internationalization](#)
- [Notes](#)

Change:

Internal MOS/Career Field Details : 11B1

Save

MOS Name \*

11B1

Description

INFANTRYMAN

Domain

Common

Custom Fields

Custom0

Custom1


Custom2

Custom3

Custom4



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Roles Link from MOS/CF Details Screen

CalendarContact UsHelpAboutLog Off



Go to:  
People

UserInternal MOS / Career FieldInternal RoleInternal RoleReports

Search  
Create

- Main
- Roles
- Audit Trail
- Attachments
- Internationalization
- Notes

Roles : 0025

Edit	Internal Role	Optional / Required	Delete
No Results Found.			

New Role


Add

☒ Required☐ Optional

Internal Role \*

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# Skill to Lesson Template Association


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Go to: 

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Curriculum

Lesson Template

Product

Course Iteration

Roster Template

Courses

Library

Skills

Reports

Search

Create

•Main

•Curriculum

•Resources

•Instructor

•Attachments

•Associated Content

•Prerequisites

•Equivalents

•Skills

•Keywords

•Checklist

•Audit Trail

•Courses

•Internationalization

•Notes

•Language

Skills for : LMS Construct ITP, 1011

+

+

Skill	Proficiency	Skill Group	Delete
LMS Enter Skills	Proficient	LMS Operations	<div></div>

New Skill

Add

Skill Group

21V10

Skill \*


Proficiency

Proficient

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Associating Internal Roles with Courses


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Go to: 

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Lesson Template

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Courses

Library

Skills

Reports

Search

Create

•Main

•Internationalization

•Notes

•Prerequisites


•Roles

•Audit Trail

•Course Iterations

•Attachments

Roles: LMS Training for Course Managers

Role	Delete
LMS Course Manager	

Select a role type  

Internal Role

GO

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## Construct ITP PE

### ➔ Course Manager PE # 7

- Create Skills and MOS

➔ ALMS Training Database is located at:  
<http://training.lms.army.mil>

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## Construct ITP Summary

### What We've Learned...

- ➔ Building and managing Skills
- ➔ Linking Skills into Internal Roles
- ➔ Linking Internal Roles into MOS/Career Fields
- ➔ Building Course Progressions
- ➔ Associating Skills with Lesson Templates

### Questions?

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- We just demonstrated how a CoM Constructs an ITP in the ALMS.

Example of an ITP in the ALMS:

ITP= 1. MOS/Career Field	25U40
2. Internal Role	BN Signal Chief / PSG
3. Required Skill (Course)	Tactical Signal Chief (ANCOC)

- Are there any questions pertaining to constructing an ITP?